

Faculty User Manual

for the

Entomology Website



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Icons Used in This Manual






The dynamite icon indicates important information.
Ignoring this information could have negative consequences.



The checkmark icon indicates helpful tips.

What is a Current Faculty Profile?

Throughout the manual, you will see the term Current Faculty Profile. The Faculty Profile is the mini-bio with tabs that appears on the Entomology Department website. There are two screens that contain the information:

The Faculty Summary Screen	The Current Faculty Profile Screen
A directory-style listing showing basic info for all the faculty.	A detailed view (mini-bio) with tabs that shows information for a single faculty member.
<div><h3>Current Faculty</h3><div><div>Name: Johanne Brunet Title: Associate Professor Lab Website ↗ Phone: 608-265-3587 E-mail: jbrunet@wisc.edu ✉</div></div><div>Interests: Gene flow, pollination biology and evolutionary biology</div><div><div>Name: Eileen Cullen Title: Associate Professor and Extension Specialist Lab Website ↗ Phone: 608-261-1507 E-mail: cullen@entomology.wisc.edu ✉</div></div><div>Interests: Field and Forage Crop Entomology Research and Extension</div></div>	<div><h3>Faculty</h3><div><div>Johanne Brunet Associate Professor Lab Website ↗ Phone: 608-265-3587 Fax: 608-262-3322 E-mail: jbrunet@wisc.edu ✉ Office: 646 Russell Laboratories 1630 Linden Drive Madison, WI 53706</div></div><div>Profile Publications Program Info Lab Group</div><div>Education: Ph.D. State University of New York-Stony Brook, 1990 (Ecology and Evolution) MS McGill University-Montreal, 1987 (Biology) BS McGill University Montreal (Biology)</div><div>Research Interests:</div></div>

A single data entry screen lets you update the information in both places.

Overview

In 2010, Entomology launched a new website.

The new website uses a Drupal Content Management System (CMS). This allows faculty members to update their faculty profiles (e.g. their Publications list) without needing to learn HTML or Dreamweaver. The editing is done directly using a web browser, so faculty can login and make changes whether they are on or off campus.

Your Editing Options

If you want content changed on your Faculty Profile on the Entomology Department website, you have three options—you can:

- Login and make the changes yourself at your convenience, following the instructions in this manual.
- Email the changes to webeditor@russell.wisc.edu *
- Designate a student to do the work. Send them to Russell Labs Computing for authorization and training.



If you choose to use the webeditor option:

- At certain times of the year, there may be a waiting list for content updates.
- If you need your Publications list updated, please send us the ***entire publications list*** in a Word document, not just the paragraphs you want updated.

Accessing the System

Logging In

1. Open a web browser.
2. Go to this webpage:

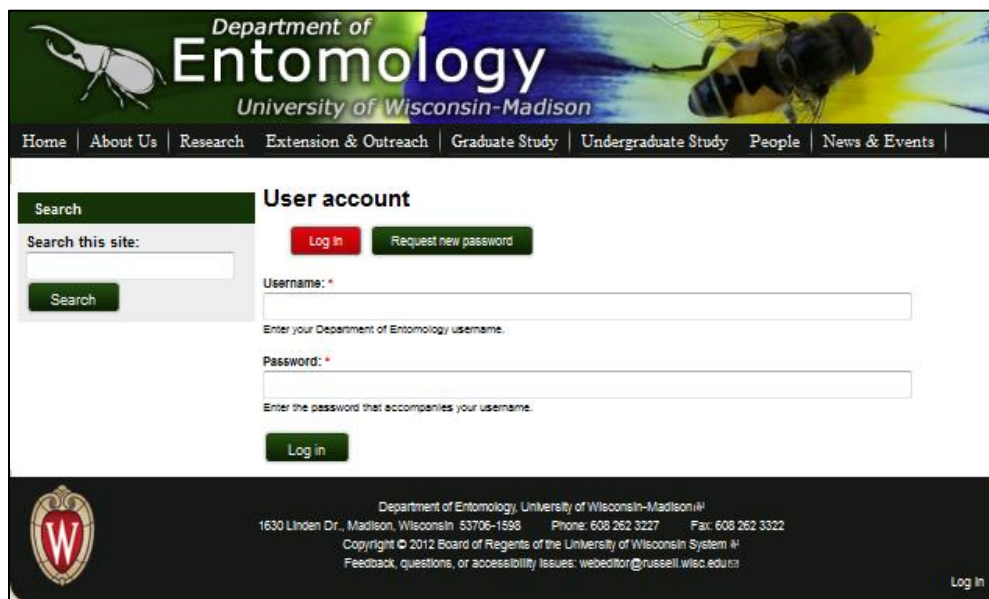
<http://www.entomology.wisc.edu/>

The screen changes to show the website homepage:



3. In the lower right corner, in the black footer, find and click Log in.

The login screen appears:

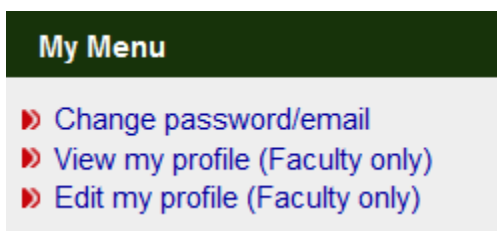


4. Enter your username and password **for this system**. * Click Login.

* the password Russell Labs Computing initially assigns to your account is unique to this system – it's not your email, computer, or LAN password. If you are not sure what your password is, click Request new password and enter your email address. The system will email you further information.

The screen changes slightly to show you're logged in:

- A. A menu block appears on the left side called My Menu:



- B. At the top of the screen, a black menu bar appears with a Logout link at the far left followed by your username:

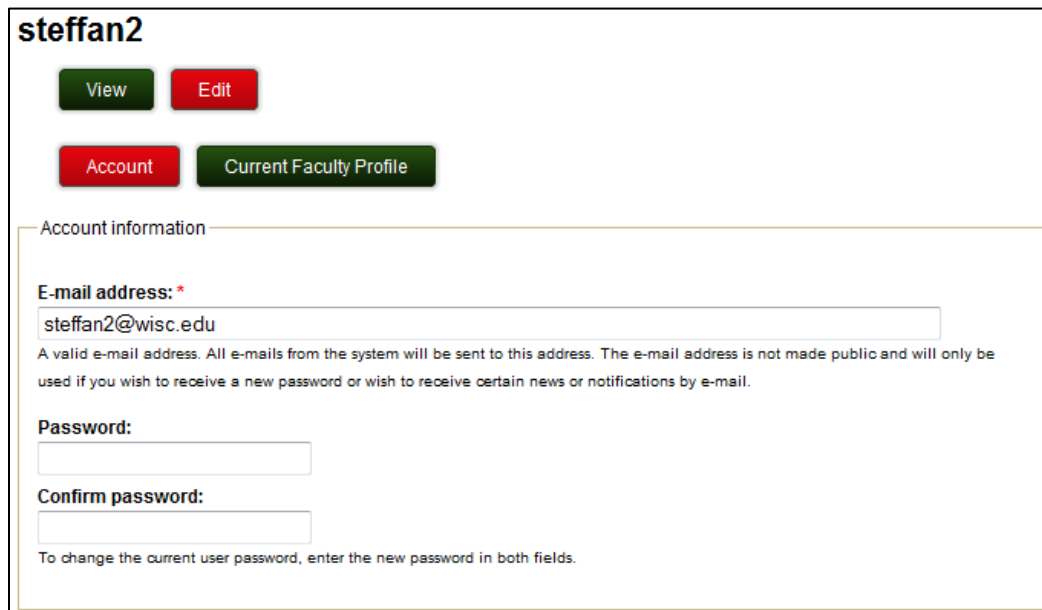


Logging Out

1. In the upper right corner of the black menu (see above) locate the Log out link.
2. Click the Log out link.

Changing Your Password

1. From My Menu, click Change password/email. Your Account screen appears:



steffan2

View Edit

Account Current Faculty Profile

Account information

E-mail address: *

steffan2@wisc.edu

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

2. Click in the Password box. Enter a new password, 8 characters or longer, including upper and lower case letters and at least one number.
3. Click in the Confirm password box. Enter the password again.
4. Scroll down and click Save.



Save Your Work on a Regular Basis

You may login to the system and begin editing a page, only to be interrupted by a visitor, a phone call, or a more urgent task. The system does not have a “document recovery” system like Microsoft Office if your web browser crashes or your laptop battery charge runs out. Make a habit of saving the screen you’re editing.

Navigating the System

My Menu

The My Menu link at the left side of the screen provides direct links to change your basic account into, and view and edit your Faculty Profile:

My Menu

- » Change password/email
- » View my profile (Faculty only)
- » Edit my profile (Faculty only)

- **Change password/email** - use this to change your password and to change the email address that your password notices are sent to.



**It is important that this email be current and actively monitored.
If you lose your password, Drupal sends the retrieval information to this email address.**

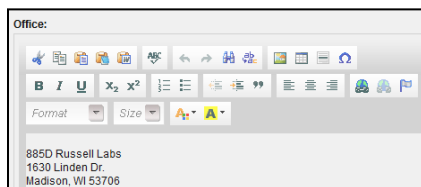
- **View my profile** - shows you a view-only version of your Current Faculty Profile page, with tabs. Use this link to proof content updates.
- **Edit my profile** – takes you to the data entry form to update your Current Faculty Profile.

Editing Content

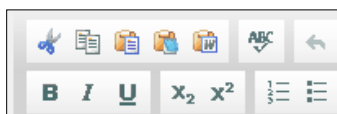
Working with the Editor

Edit screens are used throughout the Entomology website to edit content.

Multi-line information is entered using a multi-line text box:

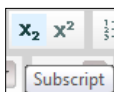


The multi-line boxes come with an editing toolbar. Many of the buttons on the editor toolbar resemble those in Microsoft Word:



How to Find Out What a Button Does

Hover your cursor over a button on the editing toolbar. A window will popup explaining what the button does:



Where did my formatting go?

When you view the final page, if a block of text appears to run together and you don't see the formatting you applied, you may need to adjust the input format on the text box:

- Switch to plain text editor
- Input format

Click the tiny triangle next to Input format  and a box expands:

▼ Input format

☒ Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <cite> <code> <dl> <dt> <dd>
- Lines and paragraphs break automatically.
- Image links with 'rel="lightbox"' in the <a> tag will appear in a Lightbox when clicked on.
- Image links from G2 are formatted for use with Lightbox2
- Image links with 'rel="lightshow"' in the <a> tag will appear in a Lightbox slideshow when clicked on.
- Links to HTML content with 'rel="lightframe"' in the <a> tag will appear in a Lightbox when clicked on.
- Links to video content with 'rel="lightvideo"' in the <a> tag will appear in a Lightbox when clicked on.
- Links to inline or modal content with 'rel="lightmodal"' in the <a> tag will appear in a Lightbox when clicked on.

☐ Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

☐ PHP code

- You may post PHP code. You should include <?php ?> tags.

[More information about formatting options](#)

Make sure Full HTML and not Filtered HTML is selected, then save the page.

HTML is Not Word - Why Pasting from Word can be Problematic

HTML is Primitive

An important point to understand is that while Word can do very sophisticated formatting such as tabs and multi-column lists, HTML can't.

The editor comes with a special Paste from Word button:



...that helps smooth the formatting out so the webpage can understand it. Using the Paste from Word button will reduce the cleanup you have to do on pasted text.

Do Not Paste Your CV in an Edit Box



Please do not paste your CV into one of the edit boxes on the Current Faculty Profile screen. The formatting in a CV is too complex for the editor to handle. Create an Adobe Acrobat PDF of your resume and email it to webeditor@russell.wisc.edu. The webeditor can upload the PDF to the webserver and give you the link to add to your webpage.

If You Really Do Need to do Tabs or a Multi-Column List

In a pinch, you can use tables to mimic tabs or a multi-column lists. Contact webeditor@russell.wisc.edu for more information.

Spacing is Variable on the Web

Exact spacing is not possible on the Web. The language that drives the Web, HTML, is designed to reflow text when the screen size or text size changes. This allows you to view a webpage on a device as tiny as a smart phone, or as large as a LCD projector. The cost of that flexibility is that spacing changes by display device, and may also change between web browsers (e.g. Internet Explorer vs. Firefox), or within different versions of the same web browser.

Uploading Files and Photos to Your Faculty Profile Webpage

If you'd like to include photos or linked files like PDFs, Word Docs, or PowerPoint files in your webpage, email them to webeditor@russell.wisc.edu.

The webeditor can upload the photo(s) or file(s) to the webserver, then give you the link to add to your webpage. Once photos are uploaded to the webserver, you can use the Image button on the toolbar to add them to your page.

Photo Guidelines

Keep these points in mind when choosing photos for your website:

- Photos for the Web should be 72 dpi (dots per inch), not 300 dpi or more (used for printing photos).
- If you upload a huge photo the website may crop the small version oddly on the Faculty Summary page. This can result in the top of your head being trimmed off.
- The webeditor can do some photo editing such as:
 - cropping
 - lightening dark photos

The following items are beyond the services we offer:

- rescuing blurry photos (use an appropriate lens for the distance to your subject)
- darkening a photo that is too washed out (the photo lacks detail in the shadows)
- removing backgrounds
- Portrait photos should be portrait (tall) not landscape (wide) and should be of the head and shoulders, not distance shots. The Summary page automatically shrinks your photo, and if the photo is a distance shot the face shrinks so small it's difficult to recognize. Keep the background simple, and watch out for items behind you that may appear to be "growing" out of your head.

Editing your Faculty Profile

The Current Faculty Profiles compress a lot of information into tabs. When you edit the information, you will use a data entry form that presents all the information in one long form instead of breaking it up into tabs.

What the website visitors see:



Shawn Steffan
Assistant Professor
[Lab Website](#)
Phone: 608-262-3227
Fax: 608-262-3322
E-mail: steffan2@wisc.edu
Office: 545 Russell Laboratories
1630 Linden Drive
Madison, WI 53706


[Profile](#) [Publications](#) [Program Info](#) [Lab Group](#)

Education:
Ph.D. Washington State University, 2009 (Entomology)
MS University of Wisconsin-Madison, 1997 (Entomology)
BA University of California-Berkeley, 1993 (Environmental Science)

Research Interests:

The data entry form you will use to update your info:

Picture:



Remove

First Name:

Shawn

Your first name as you would like to appear on website.

Last Name:

Steffan

Your last name as you would like to appear on website.

Title:

Assistant Professor

Phone:

608-262-3227



You Can't Edit the Information on the Lab Group Tab

The information that appears on the Lab Group tab cannot be edited through your Current Faculty Profile data entry screen. If you need lab assistants added or removed from your Lab Group tab, please email webeditor@russell.wisc.edu with your request. If the lab assistants need to be added, please include photo portraits (see Photo Guidelines above), first name, last name, title, email, and whether you also want them to appear on the People menu in the Research Staff listing.

Step-by-Step Editing Instructions

1. On My Menu, click Edit my profile (Faculty Only). The Current Faculty Profile screen appears:

steffan2


View

Edit

Account

Current Faculty Profile

Picture:



Remove

First Name:

Shawn

Your first name as you would like to appear on website.

2. Click Save.

















3. Proof your changes:














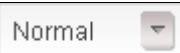



- Bring up another web browser, e.g. if you edit with Firefox, bring up a window in Internet Explorer. The goal is to bring up another browser where you are not logged in, so you see the page as the visitors will see it.
- In the second web browser, navigate to your Current Faculty Profile through the website menu – People..Faculty brings up the Faculty Summary page, then click your name.
- Click your browser's Refresh button to see the latest changes.

If your Profile looks as you wish, you're done.

If you want to change your Profile further, go back to web browser screen with the edit screen and click the Edit button.

Appendix A - Editor Toolbar Buttons

Button	Name	Description/Notes
	Cut	
	Copy	
	Paste	
	Paste from Word	Moving text from Word to the Web through copy and paste can be a headache. The text doesn't always come across the way you want it to. The Paste from Word is a "smarter" paste, and can smooth the transition of the text from Word to the Web.
	Check spelling	
	Undo	Undo the last action
	Redo	Reverse the last undo command
	Find	Search for text
	Replace	Search for text and replace it with other text
	Image	Insert a link to a photo already uploaded to the website
	Table	Insert a table
	Horizontal rule	Insert a gray horizontal rule
	Symbol	Insert a symbol
	Bold	Bold selected text
	Italics	Italicize selected text. Keep in mind italicized text can be hard to read on a webpage, particularly on mobile devices.
	Underline	Please use this sparingly, if at all. When visitors see underlined text on a webpage, they think it's a link and click the text. When nothing happens, they get frustrated and may leave the site.

Button	Name	Description/Notes
	Subscript	
	Superscript	
	Numbered list	
	Bulleted list	
	Decrease indent	
	Increase indent	
	Insert block quote	
	Align left	
	Align center	
	Align right	
	Justify	Why no button for justify? Don't try to justify text on the web. The web was designed from the ground up to reflow text, partly for people with vision problems. Justification does not work properly and will leave odd "rivers" of white running through your text.
	Link	Add a link to a file, a webpage, or an email address.
	Unlink	Break an existing link.
	Anchor	Adds an anchor - a named point on the page. Once you have an anchor, you can create a link above it that goes to the anchor on that page. This is how the "back to top" links work on long webpages.
	Paragraph style	
	Font size	
	Text color	Please use this sparingly if at all. We carefully designed the colors of the website. Further, some colors have cultural connotations you may not be aware of. The Plant Path website is available globally.
	Background color	Please use this sparingly if at all. Too much background color can cause some visitors to long for sunglasses as the view the site.